

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, March 12, 2013**

Attendants:

BOARD- Hal Carroll (HC)  
Michelle McNeil (MM)  
Jim Sell (JS)  
Pam Merkadeau (PM) arrived at 7:07pm  
Johanna Anton (JA)

STAFF- Brigitte Shearer (BS)  
Rebecca Hitchcock (RH)  
Mike Koenig (MK)  
Jeff Schwartz (JS)  
Bryce Zuzack (BZ)  
Portor Goltz, HRD Counsel

**CALL TO ORDER**

The meeting was called to order at 7:03 by Board Member MM

**REVIEW AND APPROVAL OF THE MINUTES**

The minutes of the February 12, 2013 Regular Board were reviewed and approved.

**INTRODUCTION OF GUESTS**

Ian Burns  
Karen Teyes  
Deputy Tubak  
Liesje Nicolas arrived 7:12pm

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

Sheriff's Deputy reported on activity in the neighborhood and answered residents' questions about activity and other precautions we can take.

**MANAGER'S REPORT**

A. Programming

- a. ASP revenue is up 14% from last year. In Crowd revenue is up 86%. Wages are slightly higher than last year to accommodate staffing needed to get children to/from classes more efficiently. Expenses are down 11%.
- b. EEC's 2013-2014 registration process is nearly complete with many returning families. Currently there are 4 spaces in the Chameleons Room, but those will be filled shortly. School District enrollment is projected to increase for the next several years. This will continue to impact Highlands School and Rec programs.

- c. The Pool dome will be removed during the last week of March. Pool deck repairs will also be made, so the pool will be closed for 5 days. Swim team and group lessons continue to bring in revenue. Private lessons and rentals are down, but overall revenue is up and expenses are down vs. last year. The ADA pool lift will arrive Friday and will be installed during the week of the pool is closed.
  - d. Programs are on track to exceed budget goals. Rentals are strong due to MPR room and tennis activity. Spring/ summer registration has been busy. Eggstravaganza is March 30.
- B. Facilities & Grounds – The Rec is preparing the grounds for our Easter event. Fire crews have done one day of clearing the open space. Another will occur next Monday. EEC door locks have been installed. We are reviewing bids on gym ceiling remodel.
- C. Administration -The CAPRI insurance inspection resulted in another ‘very good’ rating. The process highlighted a few items for improvement. The website is still under construction. Easement with Yorktown has been filed. Staff retreat will occur April 17-19.

## **COMMITTEE REPORTS**

None

## **FINANCIAL REPORT**

The Rec. is at 67% of the proposed budget. The Board reviewed the financial report.

## **UNFINISHED BUSINESS**

- A. BS reported on the status of the parking changes being adopted for the summer season. The Rec has accepted the proposal of a traffic engineer to advise on possible changes to the Rec’s parking design.
- B. The Board reviewed the LAFCO response letters. JA made a motion to approve sending both letters. JS Second, motion passed unanimously. The board discussed the March 20 LAFCO meeting. JA made a motion to appoint HC as speaker/ presenter at that meeting. JS Second, motion passed unanimously.
- C. The Board discussed the revised Employee Handbook. PM recommended an edit to the Birthday floater conditions. Further discussion was held regarding vacation accruals and caps, but no changes were made. JS made a motion to approve the Handbook with that edit. JA Second, motion passed unanimously.

## **NEW BUSINESS**

- A. Upcoming meetings: March 20 LAFCO, March 30 pancake breakfast, April 9 Board Mtg

## **PAYMENT OF THE BILLS**

Bills were passed for the Board’s review and signatures. Board Member HC made a motion to pay the bills (JA second) and the motion passed unanimously.

## **ADJOURNMENT**

Board Member JS made a motion to adjourn the meeting (PM second) and the motion was passed unanimously. The meeting was adjourned at 8:50 pm

Respectfully submitted,

Brigitte Shearer  
Board Secretary